Click or tap to enter a date.

To Whom It May Concern:

I took over as the ESOL Coordinator at Click or tap here to enter text. in school year Click or tap here to enter text. Upon auditing Click or tap here to enter text.’s orange folder, I discovered the following items were missing:

|  |  |  |
| --- | --- | --- |
| Item | School Year | Additional Information |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Respectfully,

[Your Name]